

PERS 77-382

29 SEP 1977

MEMORANDUM FOR: Director of Training

FROM : F. W. M. Jarney
Director of Personnel

SUBJECT : Institution of "Personnel Administration and
Management Course" - Request for Approval

1. You will recall that the Inspector General, in his March 1976 Report of Survey of the Office of Personnel, recommended that we collaborate with OTR in the development of a Personnel Administration and Management Course for managers at the Branch/Division Chief levels. Since the subject course is beyond the scope of a component conducted program, I am submitting for your approval our proposed outline of the three day course, with stated objectives and rationale. We view this course as an essential element in the professional development of Agency managers. Please advise if you wish us to discuss its implementation and conduct with the OTR Curriculum Committee.

2. The existing phase of the Personnel training program consists of the inclusion of selected personnel subjects into OTR management courses. We do not wish to alter that phase, which is separate and distinct from this proposed course and currently administered by our representative, [redacted], of Management and Administrative Training Branch, OTR.

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(Signed) F. W. M. Jarney

F. W. M. Jarney

Att.

As stated

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